



STANDARDS OF APPRENTICESHIP

adopted by

NORTH PUGET SOUND CARPENTERS JATC

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
BOATBUILDER		860.361-010	5200 - 8000 HOURS
CABINET MAKER		660.280-010	5200 - 8000 HOURS
CARPENTER		860.381-022	5200 - 8000 HOURS
CARPENTER, PILEDRIVER		869.664-014	5200 - 8000 HOURS
MAINTENANCE CARPENTER		860.281-010	5200 - 8000 HOURS
MILLWRIGHT		638.281-018	5200 - 8000 HOURS
RESIDENTIAL CARPENTER		860.381-640	5200 - 8000 HOURS
SCAFFOLD ERECTOR		860.381-042	5200 - 8000 HOURS
SHIPWRIGHT		860.381-058	5200 - 8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

APRIL 14, 1941

Initial Approval

APRIL 16, 2004

Committee Amended

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Standards Amended (review)

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Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all of Island, San Juan, Skagit, Snohomish, and Whatcom counties.

II. MINIMUM QUALIFICATIONS:

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Be at least seventeen (17) years old and provide proof of age.**

Education: **None.**

Physical: **Be physically able to perform the work of the trade.**

Testing: **Pass a drug test with negative test results.**

Other: **None**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures: (All Minimum Qualifications Must be Met)

To make application for the Apprenticeship Program, the applicant shall sign for a dated application form at one of the following sites:

JATC Office North Puget Sound Carpenters Training Center 401 East Hickox Road Mount Vernon, WA 98273	Carpenters Local 1532 927 East College Way Mount Vernon, WA 98273
Carpenters Local 756 4054 Pacific Hwy Bellingham, WA 98226	Carpenters Local 562 2810 Lombard, Suite 207 Everett, WA 98201

The application is to be completed and returned within 30 days, together with proof of age. No action will be taken on applications that are not completed within 30 days.

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1. (Selected Entry) This JATC recruits and registers based on industry needs. Applicants who meet the minimum qualifications will be scheduled for a Compass Test (In cases where the Compass Test is not available, other Committee approved tests may be substituted). When the candidate turns in the results of the Compass Test, the candidate is then scheduled for a hands-on evaluation by the JATC at a "Safety and Orientation (S&O) Class". The successful applicant must achieve a 75% or better upon completing the S&O class. The final score is based on the hands-on testing of the S&O class and the scores from the Compass Test. When an applicant has successfully completed the S&O class, he/she will be placed in a "pool of eligible applicants" based on their scores from the S&O class and Compass Test. The "pool of eligible applicants" must be completely exhausted before drawing from the next pool of eligible applicants.

Selected Entry applicants shall remain active on the applicant Eligibility List, subject to selection, for a period of two years from the date of evaluation, unless removed at an earlier date by their own request or by failing to respond to the committee when notified. Once in the "pool of eligibles", applicants must acquire the minimum tools prior to registration (tool list made available upon request). The minimum required tool list will be provided during the S&O class. The applicants will be registered based on the highest scores first, as jobs become available. The ranked scores may be pierced to meet affirmative action goals. Applicants in the "pool of eligibles" must check in with the JATC Office (see above address) at monthly intervals to maintain his/her current address and phone number or will be dropped from the list. Applicants who have been dropped from the list may petition the JATC for reinstatement to the list provided it has not been more than one year since being evaluated.

2. (Selected Entry - Pre-Apprenticeship) Graduates of committee approved programs that have an articulation agreement with this JATC may be placed into the program.

3. **EXCEPTIONS**

- a. (Direct Entry) An employee of a non-signatory employer not qualifying as a Journey level person when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications.
- b. (Direct Entry) An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and

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does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. When registered, individuals entering through this method must be employed by a participating employer. For such applicants to be considered, they must meet the minimum qualifications.

- c. (Direct Entry) Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.
- d. (Direct Entry) Graduates of Job Corps may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications provided that the application is completed within one year of graduation of said program.
- e. (Direct Entry) United Brotherhood of Carpenters (UBC) journey-level workers may request a change or revision of their classification and/or a change from their current apprenticeable occupation to another related occupation and may receive direct entry into the apprenticeship program for that occupation, provided that said applicant can document work hours in a UBC craft, equal to or exceeding the minimum hours required by these standards to be a journey-level worker in the selected occupation. Applicants who are UBC registered apprentices and wish to change their craft must have 1000 hours of employment in the craft of their existing apprenticeship. The minimum qualifications of these Standards must also be met.
- f. (Direct Entry) Employees of an employer who has not signed a collective bargaining agreement and wishes to have their employees trained, may receive direct entry into the apprenticeship program provided:
 - (1) They meet the minimum qualifications
 - (2) The employer signs a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Western Washington.
 - (3) A list of those employers approved as Training Agents will be maintained and monitored. These employers agree to all Federal and State approved regulations as called for in the WAC.
- g. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent of these Standards.
 - (2) The applicant has met the minimum qualifications.

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- h. (Direct Entry) Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. All veterans must meet the minimum qualifications of these standards.**

Note: All applicants entering through Selected or Direct process must possess the required basic tools for the job before registration. Contact the JATC Office for a list.

B. Equal Employment Opportunity Plan:

- 1. Participate in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment agencies and other appropriate personnel with the apprenticeship system and current opportunities therein.**
- 2. Granting advance standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.**
- 3. To encourage preparatory trade training or others designed to afford related work experience or to prepare candidates for apprenticeship a sponsor shall make appropriate provision in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

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The standard term of apprenticeship for trades listed on the cover sheet shall be 5200-8000 hours. All trades shall have eight (8) periods of reasonably continuous employment including the probationary period.

The term stated herein is only a guideline for related training where performance evaluated training is used since that system is performance based and allows apprentices to be advanced at their own pace according to their accomplishments.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 650 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of apprentices shall reflect the appropriate collective bargaining agreement. In no case shall the ratio be greater than one (1) apprentice to one (1) journey-level worker per job site.

A. Commercial Carpenters, Millwrights, and Piledrivers

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1. Each employer may employ one (1) apprentice for each of the first five (5) carpenters in his/her employment, but he/she must employ one (1) apprentice when he/she has three (3) journey-level workers in his/her employ.
2. In addition to "1", each employer shall employ one (1) additional apprentice for each four (4) additional journey-level workers.
3. On jobs of a technical nature, the employer by mutual agreement with the local business representative may waive the above apprentice ratios on a job-by-job basis.

Crew Size	Minimum # of Apprentices	Maximum # of Apprentices	Notes
1	0	0	Apprentices cannot work without journey level supervision.
2	0	1	
3	0	1	
4	1	2	A crew of three carpenters requires the fourth worker to be an apprentice.
5	1	2	
6	1	3	
7	1	3	
8	2	4	Any multiple of four workers require an additional apprentice.
9	2	4	
10	2	5	
11	2	5	
12	3	6	
13	3	6	
14	3	7	
15	3	7	
16	4	8	
17	4	8	
18	5	9	
19	4	9	
30	5	10	

B. Cabinet Maker

No more than 1 apprentice to 4 journey-level workers or 2 apprentices to 8 journey-level workers or 3 apprentices to 12 journey-level workers.

Crew Size	Minimum # of Apprentices	Maximum # of Apprentices	Notes
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1	0	0	Apprentices are not allowed until the fourth worker who may be an apprentice
2	0	0	
3	0	0	
4	0	1	
5	0	1	
6	0	1	
7	0	1	
8	0	2	
9	0	2	
10	0	2	
11	0	2	
12	0	3	

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Carpenters, Millwrights, Boatbuilders, Maintenance Carpenters, Residential Carpenters, Scaffold Erectors, Piledrivers, and Shipwrights:

Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	60%
2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

B. Cabinet Makers:

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Step	Number of hours/months	Percentage of journey-level rate
1	0650 - 1000 hours	70%
2	0650 - 1000 hours	72%
3	0650 - 1000 hours	75%
4	0650 - 1000 hours	78%
5	0650 - 1000 hours	81%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Boatbuilder</u>	<u>APPROXIMATE HOURS</u>
1. Millwork.....	1040 - 1600
a. Operate bandsaw, circular saw	
b. Operate jointer, thickness planer	
c. General millwork	
d. Lumber storage and stockroom	
2. Hull Construction.....	1950 - 3000
a. Make and assemble main timbers; make, assemble and erect frames, stringers, bulkheads, deckbeams	
b. Put on planking and ceiling	
c. Make and install superstructures	
d. Lay decking and flooring	
e. Glass Work	
3. Preparation for Installation of Engine and Equipment: Bore shaft log, install stuffing boxes, steady bearings, pumps, fuel tanks, engine controls, capstan, winches, and gears.	260 - 400
4. Spars and Rigging	260 - 400
a. Make masts, booms, and bowsprits	
b. Fit and secure fittings on spars	
c. Apply protective coatings on spars	
d. Install and rig masts and booms	
5. Launching	130 - 200
6. Repair	1170 - 1800
a. Make repairs on hulls	
b. Make repairs on spars and rigging	
c. Estimate repair jobs	
7. Miscellaneous.....	390 - 600
TOTAL HOURS:	5200 - 8000

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B. Cabinet Maker	APPROXIMATE HOURS
1. Sharpen and use hand tools	325 - 500
2. Work from stock bills and drawings.....	325 - 500
3. Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc.	975 - 1500
4. Grinding knives and filing saws.....	325 - 500
5. Laying, matching and cutting veneers	195 - 300
6. Dressing and preparing material for assembly	325 - 500
7. Gluing stock.....	130 - 200
8. Layout work for milling and general trim-saw work from stock bills and details	650 - 1000
9. Sand moldings, glue flat work and squares, clean for finish	130 - 200
10. Assemble doors drawers, skeleton frames, fit and hand door and drawers, fit and apply moldings, match veneers	520 - 800
11. Assemble and install cabinets, built-ins, paneling, etc.....	975 - 1500
12. Independent layout, machining and assembly of cabinets and built-ins	325 - 500
TOTAL HOURS:	5200 - 8000

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C. Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery 325 - 500
2. Form building..... 780 - 1200
Build and place straight concrete forms, irregular concrete forms, concrete forms, for stairways and floors, walls and columns
3. Rough framing 780 - 1200
4. Layout 325 - 500
Batterboards, partitions, doors and windows, box-out in concrete walls
5. Outside Finishing 520 - 800
Application of door and window trim, Fit and sand doors and windows. Application of all exterior finishes and related trim.
6. Inside Finishing 975 - 1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.
7. Welding 325 - 500
8. Plastics and resilient 195 - 300
9. Acoustics and drywall..... 650 - 1000
 - a. Ceilings:
Layout, cutting, assembly and installation of all materials and component parts.
 - (1) Hangers, channels, furring and backing boards
 - (2) Bars: main tees, cross tees, splines
 - (3) Stiffeners and braces
 - (4) Ceiling angles or moldings
 - (5) Finish ceiling materials
 - (6) Items of local practices
 - b. Walls and partitions:
Layout, cutting, assembly, erection and/or application of all materials and component parts.
 - (1) Floor and ceiling runners
 - (2) Studs, stiffeners, bracing, fireblocking

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- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings.**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finishing materials**
- (9) Fireproofing of columns, beams and chases**

- 10. Miscellaneous..... 260 - 400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material..... 65 - 100**
Handling and disposal

TOTAL HOURS: 5200 - 8000

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<u>D. Carpenter, Piledriver</u>	<u>APPROXIMATE HOURS</u>
1. Tools and materials.....	130 - 200
2. Layout	195 - 300
3. Piledriving equipment-hammers, leads & rigging motors and pumps	325 - 500
4. Rigging and signaling	260 - 400
5. Driver of piles-wood, concrete, steel, etc.....	650 - 1000
6. Cofferdams and caissons	195 - 300
7. Bridge, dock and wharf construction.....	520 - 800
8. Heavy timber construction.....	260 - 400
9. Care and maintenance of tools and equipment.....	130 - 400
10. Form building.....	780 - 1200
11. Rough framing	780 - 1200
12. Welding	325 - 500
13. Diving and diver tending	325 - 500
14. Miscellaneous-safety, scaffolding, shoring etc.....	325 - 500
TOTAL HOURS:	5200 - 8000

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<u>E. Maintenance Carpenter</u>	<u>APPROXIMATE HOURS</u>
1. Care and use of tools and woodworking machinery	325 - 500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms, for stairways and floors, walls and columns	780 - 1200
3. Rough framing	780 - 1200
4. Layout	325 - 500
Batterboards, partitions, doors and windows, box-out in concrete walls	
5. Outside Finishing	520 - 800
Application of door and window trim, Fit and sand doors and windows. Application of all exterior finishes and related trim.	
6. Inside Finishing	975 - 1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and Setting cases, wardrobes stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	
7. Welding	325 - 500
8. Plastics and resilient	195 - 300
9. Acoustics and drywall.....	650 - 1000
a. Ceilings: Layout, cutting, assembly and installation of all materials and component parts.	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	
(5) Finish ceiling materials	
(6) Items of local practices	
b. Walls and partitions: Layout, cutting, assembly, erection and/or application of all materials and component parts.	
(1) Floor and ceiling runners	
(2) Studs, stiffeners, bracing, fireblocking	

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- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings.**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finishing materials**
- (9) Fireproofing of columns, beams and chases**

- 10. Miscellaneous..... 260 - 400**
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
- 11. Asbestos abatement and other hazardous material..... 65 - 100**
Handling and disposal

TOTAL HOURS: 5200 - 8000

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F. <u>Millwright</u>	<u>APPROXIMATE HOURS</u>
1. Work experience in the use of tools (hand, power, bench and machine)	975 - 1500
2. Work experience in machine installation and alignment.....	1300 - 2000
3. Work experience in use of equipment (rigging, welding, precision, etc.	975 - 1500
4. Work experience in the use of optical instruments and laser	975 - 1500
5. Work experience in blueprint reading.....	455 - 700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastic).....	520 - 800
TOTAL HOURS:	5200 - 8000

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G. Residential Carpenter

APPROXIMATE HOURS

1. Care and use of tools and woodworking machinery 325 - 500
2. Form building..... 780 - 1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3. Rough framing 780 - 1200
Floor, wall, roof, stair, scaffolding etc., on both house and heavy construction. Roof covering.
4. Layout 325 - 500
Batterboards, partitions, doors and windows, box-out in concrete walls
5. Outside Finishing 520 - 800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim
6. Inside Finishing 975 - 1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows
7. Welding 325 - 500
8. Plastics and resilient 195 - 300
9. Acoustics and drywall..... 650 - 1000
 - a. Ceilings:
Layout, cutting, assembly and installation of all materials and component parts.
 - (1) Hangers, channels, furring and backing boards
 - (2) Bars: main tees, cross tees, splines
 - (3) Stiffeners and braces
 - (4) Ceiling angles or moldings
 - (5) Finish ceiling materials
 - (6) Items of local practices
 - b. Walls and partitions:
Layout, cutting, assembly, erection and/or application of all materials and component parts.

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- (1) Floor and ceiling runners**
- (2) Studs, stiffeners, bracing, fireblocking**
- (3) Resilient and furring channels**
- (4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings**
- (5) Wall angles and moldings**
- (6) Studless and laminated installations**
- (7) Thermal and sound insulation**
- (8) Installation of backing and finish materials**
- (9) Fireproofing of columns, beams and chases**
- (10) Items of local practices**

10. Miscellaneous..... 260 - 400
Safety, scaffolding, walkways shoring, sheds, protection, etc.

11. Asbestos abatement and other hazardous material..... 65 - 100
Handling and disposal

TOTAL HOURS: 5200 - 8000

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H. Scaffold Erector

APPROXIMATE HOURS

1. Work experience in the use of hand tools 150 - 200
2. Layout 150 - 200
Squaring, plumbing and leveling
3. Work experience with frame scaffolding 1300 - 2000
4. Work experience with tube and clamp scaffolding 1300 - 2000
5. Work experience with system scaffolding 1600 - 2400
6. Work experience with wood scaffolding 300 - 400
7. Material handling and rigging 300 - 400
8. Asbestos abatement and other hazardous materials 100 - 200
Scaffold erection in and around sites containing hazardous materials.

TOTAL HOURS: 5200 - 8000

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<u>I. Shipwright</u>	<u>APPROXIMATE HOURS</u>
1. Hull Construction.....	2275 - 3500
a. Mold Loft	
b. Running Lines	
c. Setting Bulkheads, Section, Decks, etc.	
d. Launching	
e. Staging	
f. Installation of Foundations of Navigation	
g. Equipment	
2. Ship Repair	1950 - 3000
a. Small Boats	
b. Decking Renewal	
c. Blocking and Shoring	
d. Staging	
e. Stern Bearing Re-wooding	
f. Reefer Boxes	
g. Joiner Work, Paneling, Bunks, etc.	
3. Millwork.....	650 - 1000
a. Joiner Shop	
b. Carpenter Shop	
4. Yard Maintenance	325 - 500
a. Building	
b. Piers	
c. Drydocks	
TOTAL HOURS:	5200 - 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- (X) Private Technical/Vocational college
- (X) Training trust
- () Other (specify)

160 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. All apprentices are required to attend classes as scheduled. One personal reschedule is allowed per school year. Apprentices may bank up to 40 hours of class time in advance if available.**
- B. Apprentices failing to attend a regularly scheduled class without banked time will be sent an automatic reschedule letter from the Training Center. This will be the one personal reschedule. Should the apprentice miss the rescheduled class, he/she will be cited to appear before the JATC and may be canceled from the program. Rescheduled classes must be fulfilled before the next regular scheduled class.**
- C. The morning class session starts at 7:30 a.m. and runs until 11:30 a.m. and the afternoon class starts at 12:00 p.m. and runs until 4:00 p.m. All apprentices must be signed in by starting time. Apprentices arriving late in either session will be given a late slip. Apprentices arriving more than 15 minutes after the start or leaving more than 15 minutes before the end of a session will not be given any credit for that session toward their required RSI instruction time. Tardiness will be so noted by the instructor. Three late slips and the apprentice will be cited to appear before the JATC and could be canceled from the program.**
- D. An apprentice must complete at least five (5) skill blocks within 10 consecutive class days of instruction. Failure to do so will trigger an interview by the coordinator who will analyze the problem and provide the guidance leading to an acceptable pace.**
- E. An apprentice who completes fewer than eight (8) skill blocks in 20 consecutive class days will be cited to appear before the JATC and could be canceled from the program.**
- F. All apprentices must observe WISHA and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited to appear before the JATC and could be canceled from the program. Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage

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advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. Administrative Procedures

a. Applicant

Trust Drug & Alcohol Policy

Drug Testing: (The first test will be paid for by the Carpenters Training Trust)

- (1) Applicants are required to submit to a drug test before starting the Safety and Orientation Class or before Direct Entry. (See Minimum Qualifications)**
- (2) Carpenters Training Trust may use a refusal to submit to a drug test or a verified positive test as a basis for not accepting an applicant.**
- (3) Carpenters Training Trust will not discriminate against applicants because of past drug abuse. It is the current use of drugs that will not be tolerated.**
- (4) Applicants denied entry to the program because of a positive drug test can initiate another inquiry with the Carpenters Training Trust after 3 months at their own expense.**
- (5) Passing a drug test is a condition of acceptance in the program.**
- (6) Two diluted specimens in a row will be treated as a positive test.**
- (7) Adulterating or tampering with the test will be considered a positive test.**

Drug testing will be conducted by laboratories approved by the Substance Abuse and Mental Health Services Administration National Laboratory Certification Program or CAP/FUDT using both initial and

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confirmation tests. Both tests must be positive (above government established threshold detection level) before the laboratory can report the result as a confirmed positive test. All laboratory positive tests are reviewed by a Medical Review Officer (MRO) prior to the release of any information to Carpenters Training Trust. Tests will be reported as Pass or Fail.

Confidentiality: All information received through the drug-testing program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

b. Apprentice:

- (1) It is the apprentice's responsibility to keep his or her current address on file with the committee and training center.
- (2) It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Coordinator's office, monthly, after they have been signed by the employer or an appropriate representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed.
- (3) Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site.
- (4) Apprentices must have adequate transportation to the job.
- (5) Apprentices must procure additional prescribed tools as advancements occur (tool list made available upon request). No apprentice may be granted journey level status without a toolbox inspection.
- (6) Apprentices may request credit for previous experience. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation.
- (7) Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey-level worker.
- (8) No apprentice shall act as a foreman, contractor, or employer.

c. Employers:

- (1) All apprentices shall be released from "on-the-job" commitments to attend scheduled related instruction.

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- (2) The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.**

d. Instructors:

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

2. Disciplinary Procedures:

- a. Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension, demotion, or cancellation of their Apprenticeship Agreement.**
- b. Apprentices will be removed from related supplemental instruction for improper conduct such as substandard performance, indifference to these standards, or insubordination, as determined by the apprenticeship staff, until a resolution is reached. Apprentices may be cited to appear before the JATC.**
- c. Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship Agreement.**
- d. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- e. Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.**

f. Employability:

- (1) An apprentice who has been issued an "ineligible for rehire" notice, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment.**
- (2) A second notice will result in a committee citation where the apprentice could be canceled from the program.**
- (3) A complaint by employers or superintendents will also trigger an interview by the coordinator who may outline corrective steps leading to successful employment.**

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- (4) A second complaint may result in a citation to appear before the JATC.
- (5) An apprentice who fails to sign the out of work list when unemployed, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal to sign the out of work list or refusal to accept a dispatch may result in a citation to appear before the JATC.
- (6) Apprentice who accept a dispatch and who do not show up for work may be cited to appear before the JATC and may be canceled from the program.

g. OJT Work Hour Policy:

- (1) All apprentices must maintain reasonably continuous employment when work is available.
- (2) Any apprentice who has not worked at least 250 hours in the previous 3 months for a contributory employer will be interviewed and may be cited to appear before the committee.
- (3) The JATC committee may place an apprentice on "School Abeyance" in which case the apprentice may not attend school until such time that he/she has worked 80 hours OJT in a 30-day period. The apprentice must make the next regular scheduled class after meeting the requirement.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

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- Within: 30 days request for reconsideration from the committee
- Apprentice to request local committee to reconsider their action

- Within: 30 days of apprentice's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 days of final action
- Apprentice must submit the complaint in writing to the supervisor (L&I)
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local committee/organization

- Within: 30 days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

- Within: 30 days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 days after hearing
- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

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- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name

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- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.

A quorum must be present to carry on the regular business of the Apprenticeship Committee.

Quorum: A quorum shall consist of one (1) member from employers and one (1) from the employees.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Martin Bradley, Chairman
401 E Hickox Road
Mt. Vernon, WA 98273**

**Alvie Kronbeck
401 E Hickox Road
Mt. Vernon, WA 98273**

The employee representatives shall be:

**Richard Poitras, Secretary
401 E Hickox Road
Mt. Vernon, WA 98273**

**Dean Running
401 E. Hickox Road
Mount Vernon, WA 98273**

**Bobby Elliot, Alternate
401 E Hickox Road
Mt. Vernon, WA 98273**

**Bob Richardson, Alternate
401 E Hickox Road
Mt. Vernon, WA 98273**

**John Morgan, Alternate
401 E Hickox Road
Mt. Vernon, WA 98273**

**Jeff Kalbach, Alternate
401 E Hickox Road
Mt. Vernon, WA 98273**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

The coordinator/director oversees the day-to-day operations of the program under the auspices of the JATC.

**William A. McKenna, Training Director
20424 - 72nd Avenue South
Kent, WA 98032**

**James F. Metz, Training Coordinator
401 E Hickox Road
Mount Vernon, WA 98273**